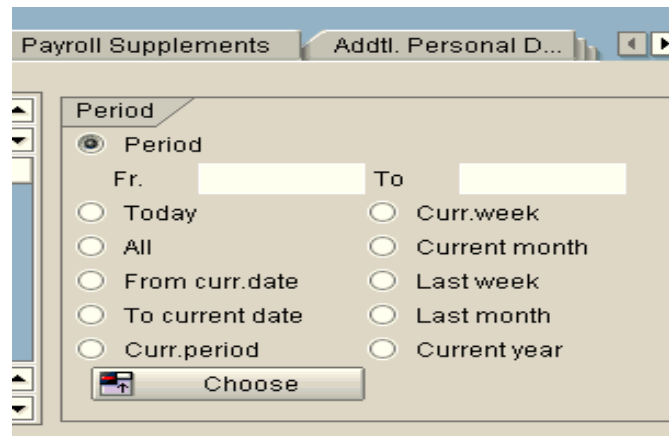## New Functionality

Period Selection (PA20, PA30 or PA61)

Dates have always been important in ISIS HR, however they assume even greater significance in version 4.6c.

When initially executing transactions such as PA20, PA30 or PA61, the Period default value has been changed from **From Curr.date** to **Period** with blank **Fr.** and **To** values.

When executing PA61, the timekeeper may elect to leave the **Fr** and **To** values blank and select the **Curr.week** radio button which will bring the user to the first day of the current week.
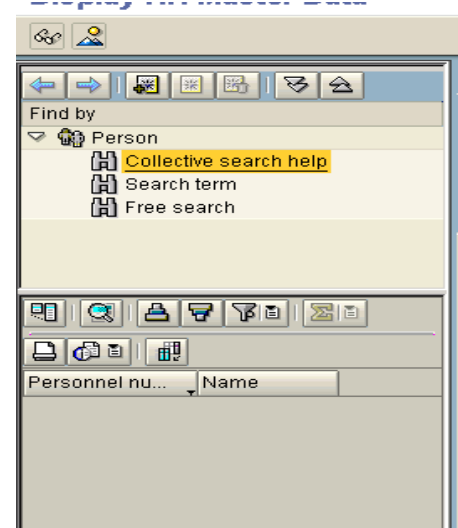
Caution: Sometimes leaving the **Fr** and **To** date fields blank may result in the system generating an error message related to security limitations (e.g., No authorization to maintain (infotype name) exists). To avoid this, the best practice is to always populate the **Fr** field or select one of the other period choices (i.e., Today, All, From curr. date, To current date, Curr. period, Curr. week, Current month, Last week, Last month or Current year).

Enhanced Search Functionality

Shown to the right is a new search tool called the "object manager". This tool will display on the left side of your screen and is comparable to a permanent input help function. It allows a user to search for objects such as organizational units, positions, persons, and cost centers, and also allows you to create search variants for your most frequently performed searches.

Object manager is divided into 2 areas: a search area (above) and selection area (below). There are several icons that can be selected to give the user additional information. If multiple searches have been processed, the user can scroll through the search results displayed in the selection area by clicking on the forward or backward arrows displayed in the search area of the screen. Information about the employees on the list can be expanded, printed and saved as a file by selecting the different icons presented in the selection area of the screen. Don't be afraid to experiment. This is merely a search; you will not inadvertently update a record.

If you would prefer to hide the Object Manager, simply click on **Settings** (at the top of the screen) and select **Hide Object Manager**. Subsequently when you want to display it, click on **Settings** and select **Show Object Manager**.